

Measurement & Analysis Process (M&A) Checklist

Date(s) of Assessment: _____ Project: _____
 Assessor(s): _____ Process Assessed: _____

		Y, N, NA	F, O	Comments
ASSESSMENT PREPARATION				
1	Have standards been identified to clearly define the process assessment? <i>Tip: Determine if the reference materials listed at the end of this checklist were used in implementing the M&A process. If not were other standards used?</i>			
2	Were guidelines used to implement the process being assessed? <i>Tip: Is there evidence that the project used the Measurement Guidelines referenced at the end of this checklist?</i>			
3	Has the project submitted any request for deviations or waivers to the defined process? <i>Tip: Does the project plan refer to any deviation/waiver request pertaining to measurements?</i>			
4	Have entrance and exit criteria been established for this assessment? <i>Tip: The M&A assessment should be triggered by the projects periodic measurement & analysis task associated with the preparation of the MSR or BSR.</i>			
5	Were the appropriate stakeholders involved in the implementation of the process? <i>Tip: Need to determine if the stakeholders identified in the M&A table of the product plan were involved in this process?</i>			
M&A ACTIVITY				
6	Are the project's measurement objectives derived from identified information needs and objectives? If so,			

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6a	Have the information needs and objectives been documented to allow traceability to subsequent measurement and analysis activities?			
6b	Have information needs been prioritized? <i>Tip: Is there evidence that some measures are required and others are optional in accordance with 7150.2 (SWE 91 & 95)?</i>			
6c	Have measurement objectives been reviewed, and updated?			
7	Do measurement objectives address specified measures? If so,			
7a	Have candidate measures been categorized and specified by name and unit of measure?			
7b	Do specifications exist for measures established for other purposes in the organization? <i>Tip: Is there evidence that some measures are outside the specific scope of the project and pertain to organizational objectives?</i>			
7c	Have measures been prioritized, reviewed, and updated for appropriateness with potential end users? <i>Tip: Need to have evidence of measurement update and review by Branch Mgmt.</i>			
8	Have plans been generated to specify how measurement data will be obtained and stored? If so,			
8a	Have existing sources of data that are generated from current work products, processes or transactions been identified?			
8b	Have measures for which data is needed but is not currently available been identified? <i>Tip: Is there evidence that the project has looked ahead to address future measurement & analysis needs?</i>			
8c	Has the frequency of collection and points in the process where measurements can be made been determined? <i>Tip: M&A table</i>			
8d	Has it been determined who is responsible for obtaining the data? <i>Tip: M&A table</i>			
8e	Has it been determined who is responsible for data storage, retrieval, and security? <i>Tip: M&A table</i>			

Revision: 1.0

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Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at <http://sw-assurance.gsfc.nasa.gov>.

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8f	Have necessary resources (tools) been identified, developed, or acquired to support measurement data collection & storage? Tip: M&A table			
9	Has it been determined how measurement data will be analyzed and reported? If so, Tip: M&A table			
9a	Have persons or groups been identified for analyzing the data and presenting the results? Tip: M&A table			
9b	Has the timeline for determining the results and presenting the results been determined? <i>Tip: Does the project schedule include tasks determining the M&A results & presenting it to the appropriate stakeholders?</i>			
9c	Have the venues for communicating the results of the analysis been determined? <i>Tip: in MSR & BSR</i>			
9d	Were data integrity checks performed?			
10	Were the results of the measurement & analysis reported to all relevant stakeholders?			
11	Were the measurement & analysis activities conducted as planned in the project schedule?			
12	Were corrective actions taken as a result of the measurement & analysis reported?			
POST REVIEW ACTIVITIES				
13	At the conclusion of the assessment, is an understanding reached on the validity and degree of completeness of the Measurement & Analysis Process?			
14	Did all designated parties concur in the acceptability of the Measurement & Analysis Process?			
15	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			
16	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			
17	Have all artifacts been placed under formal configuration control?			

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18	Were Lessons Learned addressed and captured?			
REFERENCE ITEMS/DOCUMENTS				
<i>CMMI VERSION 1.1, GUIDELINES FOR PROCESS AND INTEGRATION AND PRODUCT IMPROVEMENT</i>				
<i>NPR 7120.5B, NASA PROGRAM AND PROJECT MANAGEMENT PROCESSES AND REQUIREMENTS</i>				
<i>GUIDANCE TO SOFTWARE PROJECTS ON MEASUREMENT, (LOCATED @ HTTP://SOFTWARE.GSFC.NASA.GOV/MEASPROJ.HTM)</i>				
<i>NPR 7150.2, NASA SOFTWARE ENGINEERING REQUIREMENTS, 4.4 SOFTWARE MEASUREMENT</i>				
<i>MEASUREMENT AND ANALYSIS FOR ISD PROJECTS, # 580-PC-048-01</i>				

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COMMENTS PAGE _____ **of** _____

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